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# NASA Procedural Requirements

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**Subject: NASA Occupational Safety and Health Programs w/Change 3 (02/13/06)****Responsible Office: Office of Safety and Mission Assurance**[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
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## CHAPTER 2. Safety and Health Administration

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### 2.1 Senior Management Responsibilities

2.1.1 The NASA Administrator is the senior person responsible for Agencywide safety and health. ([Requirement 22003](#)).

2.1.2 OSHA requires that each agency head designate an official with sufficient authority and responsibility to represent effectively the interest and support the agency head in the management and administration of the agency occupational safety and health program ([Requirement 22004](#)). The current Designated Agency Safety and Health Official (DASHO) for NASA is the Chief Health and Medical Officer. The DASHO holds responsibility for assuring that all OSHA regulatory requirements at the Agency level are fulfilled or implemented ([Requirement 31542](#)). The DASHO is responsible for assuring that safety and health officials are appointed at appropriate levels with adequate budgets and staffs to implement occupational safety and health programs at all operational levels as required by 29 CFR Part 1960.6, paragraph (c) ([Requirement 31775](#)).

2.1.3 The safety and health functions at NASA are administered by two separate functional offices. The safety function is managed by the Office of Safety and Mission Assurance and the health function is managed by the Office of the Chief Health and Medical Officer. The DASHO and the Chief Safety and Mission Assurance Officer, as members of the NASA Operations Management Council, provide for senior management involvement and oversight of NASA's Occupational Safety and Health Program.

### 2.2 Management Implementation Responsibilities

2.2.1 NASA Center Directors and the Assistant Administrator for Infrastructure and Administration have the responsibility to ensure that the NASA occupational health and safety programs are effectively implemented and operated at their Centers and Component Facilities ([Requirement 22156](#)).

2.2.2 Other Officials-in-Charge of Headquarters Offices shall ensure that their organizations support the NASA Occupational Health and Safety Program ([Requirement 22006](#)).

### 2.3 Supervisor Responsibilities

2.3.1 Supervisors are responsible for ensuring a safe and healthful workplace ([Requirement 22007](#)). This responsibility extends to any place where their employee(s) is engaged in work related to his/her job including international and extraterrestrial locations. Responsibilities include:

2.3.1.1 Furnishing a safe and healthful place of employment and ensuring that identified hazards are eliminated or controlled through a rigorous proactive inspection and abatement process ([Requirement 22090](#)). Assuring that a safe and healthful workplace is maintained through active coordination with and support to the designated facility operations manager ([Requirement 31543](#)).

2.3.1.2 Ensuring that employees are informed of NASA safety and health programs and of the protection afforded employees through these programs ([Requirement 22091](#)).

2.3.1.3 Informing employees of the location of the nearest medical treatment facility, procedures for obtaining treatment, and

methods for reporting occupational injuries or illnesses ([Requirement 22092](#)).

2.3.1.4 Instructing employees to report hazardous conditions to their immediate supervisor or to their Center or Component Facility safety and health official ([Requirement 22093](#)).

2.3.1.5 Taking appropriate action to protect employees in imminent danger situations ([Requirement 22094](#)).

2.3.1.6 Informing employees of specific hazards associated with their workplace and duties and ensuring use of appropriate personal protective equipment ([Requirement 22095](#)).

2.3.1.7 Ensuring that NASA employees are provided safety and health training as applicable to the work environment (see paragraph 2.5.2.6) ([Requirement 22098](#)). Ensuring that employees are informed of their specific responsibilities and rights under the Act, Executive Order 12196, and 29 CFR Part 1960, and how they may participate in the safety and health program ([Requirement 31544](#)).

2.3.1.8 Cooperating with and assisting safety and health personnel while they are performing their duties as specified in the NASA Occupational Safety and Health program ([Requirement 22097](#)).

2.3.1.9 Ensuring timely reporting of mishaps and close calls and timely follow up of any corrective actions ([Requirement 22098](#)).

## **2.4 Employee Responsibilities**

Employees are responsible for the following:

2.4.1 Complying with safety and health standards, rules, and regulations issued by NASA, Federal, State, and local authorities ([Requirement 22100](#)).

2.4.2 Using established procedures to report suspected safety or health hazards ([Requirement 22101](#)).

2.4.3 Promptly obtaining necessary emergency medical care as the result of an occupational injury or illness ([Requirement 22102](#)).

2.4.4 Promptly reporting occupational injuries, illnesses, mishaps, and close calls in accordance with established procedures ([Requirement 22103](#)).

2.4.5 Cooperating with safety and health personnel during inspections, surveys, and investigations ([Requirement 22104](#)).

2.4.6 Utilizing protective equipment when prescribed and/or required by safety or health standards, good work practices, or when directed by supervisors ([Requirement 22105](#)).

## **2.5 Employee Access to Information and Participation in the Safety and Health Program**

2.5.1. Employees or their designated representatives shall be given the following information with regard to NASA occupational safety and health programs:

2.5.1.1 Access to documents describing NASA's occupational safety and health programs including the Act, applicable Executive Orders, Federal, State, and local regulations, and standards ([Requirement 22107](#)).

2.5.1.2. Access to the log and summary of occupational injuries and illnesses, including OSHA Form 300A or its equivalent, subject to the Privacy Act of 1974, as amended, 5 U.S.C. 552a ([Requirement 22108](#)).

2.5.1.3. Access to proposed NASA occupational safety and health standards and encouragement to provide comments to their appropriate representatives or committees ([Requirement 22109](#)).

2.5.1.4. Access to inspection reports, job hazard analyses of the work site, associated job safety and health documentation, and accident investigations ([Requirement 22110](#)).

2.5.2. Employees shall be furnished the following:

2.5.2.1. NASA-sponsored medical examinations at no cost when the Center or Component Facility occupational health or safety representative identifies significant exposure or significant potential for exposure to a chemical, physical, or biological agent in the work environment ([Requirement 22111](#)).

2.5.2.2. Safety and health training, appropriate for the degree of hazard associated with their occupation or workplace ([Requirement 22112](#)).

2.5.3. Employees shall be represented on Center or Component Facility safety and health committees or their subcommittees ([Requirement 22011](#)).

2.5.4. Employees are empowered to cease any process or operation they believe is unsafe and request analysis by a qualified individual. The qualified individual will determine the corrective actions needed (if any) and when the process or operation may be resumed.

2.5.5. Employees have the right to report unsafe and unhealthful working conditions to appropriate officials.

2.5.6. Employees shall be authorized official time to participate in the Agency safety and health programs and in the activities provided for in Section 19 of the Act, Executive Order 12196, and 29 CFR 1960 ([Requirement 22013](#)).

## **2.6 Dissemination of Program Information**

2.6.1 Employees must be made aware of the Center or Component Facility safety and health programs ([Requirement 22014](#)). Copies of Executive Order 12196, 29 CFR Part 1960, details of NASA's Occupational Safety and Health programs, and applicable safety and health standards shall be made available, upon request, to employees or employee representatives for review ([Requirement 31545](#)).

2.6.2 A copy of the Center or Component Facility written safety and health program information shall be made available to each supervisor, safety and health committee member, and employee representatives ([Requirement 22015](#)).

2.6.3 The Center or Component Facility safety and health official(s) shall assure that a poster (NASA Form 1613, "NASA Occupational Safety and Health Protection For Federal Employees") is conspicuously posted in each major facility informing employees of the provisions of the Act, Executive Order 12196, and NASA's Occupational Safety and Health programs ([Requirement 22016](#)). Individual NASA Centers or Component Facilities shall augment such posters with site specific information, which includes the following:

2.6.3.1 Details of the Center or Component Facility procedure for responding to employee reports of potential unsafe or unhealthful conditions ([Requirement 31546](#)).

2.6.3.2 Details of NASA's procedure for filing allegations of discrimination or reprisal for participating in the safety or health program or for reporting potential unsafe or unhealthful conditions ([Requirement 31547](#)).

2.6.3.3 Locations where employees may obtain information regarding the Center or Component Facility safety and health programs ([Requirement 31548](#)).

2.6.3.4 Relevant information about the Center's safety and health committee ([Requirement 31549](#)).

2.6.4 An annual summary of occupational injuries and illnesses shall be posted no later than 45 calendar days after the close of the fiscal year or otherwise disseminated in written form to all employees of the workplace ([Requirement 22017](#)).

## **2.7 Freedom From Reprisal**

No employee shall be subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, participation in the activities of the Agency's occupational safety and health programs, or the exercise of any right or privilege afforded by Section 19 of the Act, Executive Order 12196, or 29 CFR Part 1960 ([Requirement 22018](#)).

## **2.8 Resolution of Complaints**

2.8.1 Where an employee has made a report of a suspected unsafe or unhealthful condition to his/her supervisor and is dissatisfied with the abatement action taken, the following appeal route (in order of preference) is available:

2.8.1.1 Center or Component Facility Safety/Health Official(s), as appropriate.

2.8.1.2 Center Director or Manager.

2.8.1.3 Designated Agency Safety and Health Official (for unhealthful conditions)/Chief Safety and Mission Assurance Officer (for unsafe conditions).

2.8.1.4 NASA Safety Reporting System (NSRS).

2.8.1.5 Office of Federal Agency Safety and Health Programs - OSHA/DOL.

2.8.2 Complaints or grievances may also be registered through the NASA grievance procedures, through those procedures contained in agreements negotiated with recognized labor organizations, or through the NASA Office of Inspector General.

## **2.9 Financial Management**

2.9.1 Pursuant to 29 CFR 1960.7, NASA ensures that Agency budget submissions include appropriate financial and other resources to effectively implement and administer NASA's occupational safety and health programs. It generally states that appropriate resources for an agency's occupational safety and health program shall include sufficient personnel, abatement of unsafe or unhealthful working conditions, safety and health equipment, contracts to identify or evaluate unsafe working conditions, promotional costs, technical information, medical surveillance programs, and safety and health training.

2.9.2 Compliance with many of the financial requirements can best be achieved at the NASA Center level through a cooperative effort between the safety/health organizations and the financial management organizations. Specific needs relating to their operational budget will have to be identified by the safety and health office(s) and be conveyed in a timely and effective manner to ensure inclusion in the annual budget submission. The role of NASA Headquarters is to assist the NASA Centers in

identifying potential problem areas and to work with the safety/health organizations to develop solutions which will facilitate the accomplishment of the goals.

2.9.3 Prior to the annual budget call, the NASA Center or Component Facility safety and health official(s) will be responsible for compiling the dollar estimates for the following categories, where appropriate:

2.9.3.1 Personnel staffing levels.

2.9.3.1.1 Safety

2.9.3.1.1 Health

2.9.3.2 Training, including travel funds necessary for training.

2.9.3.3 Sampling, testing, diagnostic and analytical tools and equipment, and laboratory analyses.

2.9.3.4 Program promotional costs such as publications, posters, or films.

2.9.3.5 Technical information, documents, books, standards, codes, periodicals, and publications.

2.9.3.6 Firefighting equipment, including vehicles.

2.9.3.7 Occupational health surveillance programs for employees.

2.9.3.8 Contracts to identify or evaluate unsafe or unhealthful working conditions.

2.9.4 In those instances where the safety and health office(s) does not have specific budget authority, it will be necessary to work with those operational entities that formulate the budget estimates in order to compile these data.

2.9.5 Abatement of unsafe and unhealthful conditions is the primary responsibility of the Center Directors with assistance provided by the Center or Component Facility Safety and Health Office(s) ([Requirement 22120](#)). In the event the Center or Component Facility funding is inadequate to address and abate the hazard, it is the responsibility of the Associate Administrator to resolve any funding issue ([Requirement 31550](#)).

2.9.6 The safety and health inspections required by Subpart D, 29 CFR Part 1960, coupled with action in response to safety complaints and reports of deficiencies are intended to identify conditions requiring corrective action. Cost estimates are required for all projects ([Requirement 22024](#)). In addition, the appropriate fund source type and a justification for action must be given ([Requirement 31551](#)).

2.9.7 Special health and safety training budgets will be established based on the identified and projected needs of the Centers and Office of Infrastructure and Administration and disbursed in accordance with guidelines and priorities established by the Agency safety and health training managers (see paragraph 6.4).

## 2.10 Product Safety

2.10.1 The requirements of 29 CFR 1960.34(b)(6) for product safety will be followed whenever the Center or Component Facility designs, produces, or otherwise provides a product as an end item. Special emphasis will be given to locally designed/fabricated items.

2.10.2 To ensure such compliance, Centers or Component Facilities shall:

2.10.2.1 Provide Material Safety Data Sheets (MSDS) for hazardous materials which meet the content requirements of 29 CFR 1910.1200 ([Requirement 22027](#)).

2.10.2.2 Meet requirements for system safety as outlined in NPR 8715.3, "NASA Safety Manual," for major hardware and software product development.

2.10.3 See NPR 8735.1 "Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories," for responsibilities for participation in the Government-Industry Data Exchange Program (GIDEP).

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